

Developmental Disabilities Council
Meeting Minutes
Wednesday, April 11, 2018
DDC Office, 410 Federal Street, Dover, DE
AND
Division of Vocational Rehabilitation, Pencader Corporate Center,
225 Corporate Blvd, Suite 204, Newark, DE

Members Present: Steve Yeatman (Chairperson), Carol Barnett, Maitri Campbell, Karen Gallagher, Derrick George, Terri Hancharick, Michael Harris, Katie Howe, Nancy Lemus, Deb McCann, Daniese McMullin-Powell, Beth Mineo, Shawn Rohe, Laura Waterland

Members Absent: Teesie Bonk, Alvin Emory, Jr., Lillian Gibbons, Laura Greene, Rick Kosmalski, HarrietAnn Litwin, Katie Macklin, Karen McGloughlin, Dale Matusevich, Carrie Melchisky, Joseph Merritt, Jr., Angela Mitchell, Sue Ellen Powell

Staff: Pat Maichle, Kristin Harvey, Stefanie Lancaster, Emmanuel Jenkins

Guests: Bill Powell, Sheena Scott, Catherine Pringle, Ashley (Karen's attendant), Victoria Counihan (DAG)

I. Call to Order – Steve Yeatman called the meeting to order at 10:05 a.m. when quorum was achieved.

II. Approval of Minutes – The approval of the January Council meeting minutes were voted upon. Katie Howe made a motion to approve. Deb McCann seconded. Minutes were unanimously approved as submitted.

III. Approval of Agenda – Steve Yeatman stated that all voting items will be moved to the beginning of the agenda due to when a member needs to leave. When the member leaves, quorum will be lost and the meeting will end. Therefore, Katie Howe made a motion to approve the agenda with this minor change. Michael Harris seconded. The agenda was unanimously approved as submitted.

IV. 5 Minute Public Comment Period – There was no public comment.

V. Chair's Report – Steve Yeatman reported/requested voting on the following:

- The date for the July Council meeting is currently set for July 11th. However, due to two staff and six members requesting to attend the National Association on Council for Developmental Disabilities (NACDD), Steve requested a motion be made to move the meeting date from July 11th to July 18th. Michael Harris made a motion to approve. Laura Waterland seconded. The new date for the July Council meeting is now July 18th and will be updated on the Statewide Calendar.

- It is the time of year when the Council and Committees need to review the Five Year State Plan to see if any goals or objective should be updated. Steve asked that each Committee Chair put this item on the next meeting agenda to discuss. Any requested changes will need to be brought before the full Council at the July 18th Council meeting.
- As many of the members may know, there have been issues obtaining quorum at Council meetings. One solution that may help the Council to achieve quorum is adjusting when the Council meetings are held. At one time, the Council held three day and three evening meetings a year. There are currently some members with intellectual disabilities that are unable to attend during the day due to work schedules. The Council's focus should be on how to assist those members who are unable to attend meetings such as offering to pay for alternate transportation or carpooling. The DD Council Staff will develop a survey, at the request of the Council, that will list some possible options for evening or Saturday meetings. Once the survey results have been compiled, the information will be discussed before full Council for a final vote.
- Stefanie Lancaster has obtained a quote from Tri-State Security and Controls (the State of Delaware approved vendor via the Department of Technology and Information (DTI) to update the Council's video conferencing equipment. The current Polycom system is becoming obsolete and not many agencies within the State utilize this system any longer. The quote includes a large screen monitor that will be mounted on the wall at the DDC's conference room, a camera mounted above the screen as well as high tech speakers and microphones installed in the ceiling for better sound quality. Steve requested a motion to approve up to \$14,000 to order this new equipment. Katie Howe made a motion to approve. Michael Harris seconded. This request was approved by Council. Stefanie will contact DTI to proceed with ordering the equipment.

VI. Staff Report - Pat requested/reported on the following:

- Pat stated that she went to WHYY Studio to be interviewed regarding a piece WHYY is going to be airing on April 21st and 22nd in the early morning discussing the DDC's Disability History Project. The studio will share a link to the piece once it has been shown. In addition, Pat has reached out to the Hagley Museum to see if the museum will house these videos there. Pat has provided the link to the videos to the University of Delaware's History Department. The Dean stated she is interested in allowing students to be able to use these videos to do their dissertations.
- The Reinventing Quality Conference will be held on July 29-31st in Baltimore. Katie Howe requested to go to this trip.
- The 2017 Health Equity Report was recently published. Kristin Harvey and Pat Maichle were on a conference call discussing this report and upcoming legislative activity that will ensure healthcare is equitable for all.
- The Annual NACDD conference will be held on July 9-12th, 2018 at the Gaylord National Harbor Hotel in Oxon Hill, MD. The following members are requesting to attend this conference: Pat Maichle, Stefanie Lancaster, Laura Greene, Nancy Lemus, Terri Hancharick,

Michael Harris, Angela Mitchell and Maitri Campbell. Pat stated the Council needs a motion to approve these requests. Katie Howe stated that we need to ensure that all members attending report back to the Council on their experience and possibly bring back two ideas of work our Council could do to improve the lives of individuals with disabilities. Laura Waterland asked if there was enough grant funds available to pay for this number of people to attend and Stefanie stated yes. Daniese McMullin Powell made the motion to approve this request. Deb McCann seconded. Carol Barnett abstained. These requests were approved.

- Asperger's Alliance will be hosting a "Superhero Dash Autism Resource Event" September 29, 2018 at Glasgow Park. Please register to attend if you can. Questions can be directed to info@aspergersalliance.org.
- The Self Advocates Becoming Empowered (SABE) Conference will be held June 7th- June 9th, 2018 in Birmingham, Alabama. Nancy Lemus, Michael Harris and Laura Greene are requesting the approval of Council to attend this conference. Katie Howe made a motion to approve this request. Daniese seconded. Michael Harris and Nancy Lemus recused. This request was approved.
- Pat has received suggestions on future speakers. Policy & Law recommends Charmaine Write from the Christiana Health Care System at the Center for Special Healthcare Needs. She specializes in individuals with Down Syndrome and Cerebral Palsy. Also, Julie Ann Ohanlan from the University of Delaware has requested since January to speak with the Council regarding the Delaware Transit Trust Transportation Plan. Council agreed to invite both of the individuals. Pat will arrange for them to come to upcoming meetings based on their availability.

1. **2018 DDC Meeting Date Calendar – Evening Meetings update in May and November –**
An updated calendar was provided to all members present showing the change to the evening meeting location.
2. **Social Media Update** – Due to quorum being lost, this will be discussed at the May Council meeting.
3. **Public Policy Seminar** – Pat stated several members will be traveling in two weeks to the Disability Policy Seminar. Reports from members will be heard at the May meeting.
4. **State Plan – Review by Committees** – This was previously discussed during the Chair's Report.

VII. Financial Report

1. **Financial Advisory Committee Report** – The Financial Advisory Committee (FAC) is asking for a vote on the following items:
 - a. **LIFE Conference 2019** – The FAC Committee is requesting the approval of the DDC's commitment to the LIFE Conference to be increased from \$10,500 to \$11,500. The committee is also recommending that the salary line for the contractor in the LIFE Conference contract be increased by 10% from \$25,000 to \$27,500. In years past, the Council has only received one proposal. There has been complaints

made by past contractors that they don't get paid enough for the amount of work they do. With little discussion, the Council approved these recommendations.

- b. **Junior Partners in Policymaking 2019** – The committee is requesting the approval of \$25,000 towards issuing an RFP for the Junior Partners in Policymaking program. With little discussion, this request was approved by Council.

VIII. Current Business

1. **Legislative Update** – Due to quorum being lost, this update will be discussed at the May Council meeting.

2. **Self-Advocacy Organization Update – Asperger's Alliance** – Due to quorum being lost, this update will be discussed at the May meeting.

3. **By-Laws – DRAFT Revisions** - Pat stated this item will be discussed at the May Council meeting as the Executive Committee needs to review one more time before presenting the DRAFT revisions to Council.

4. **Upcoming travel requests – SABE and NACDD** – This item was discussed during the Staff report.

IX. Committee Reports – Due to quorum being lost, all Committee reports were not discussed. Updates from committees will be provided at the May Council meeting.

- **Personnel Committee**
- **Membership – Recruitment Plan**
- **Children & Families**
- **Policy & Law**
- **Adult Issues**
- **Partners Oversight**
 1. **Partners 2018**
 2. **Jr. Partners 2019**
- **Consumer Caucus**

X. New Business – Due to quorum being lost, all New Business topics were not discussed. Updates will be provided at the May Council meeting. Pat Maichle did state that the Travel Policy is in the final DRAFT stages. The final draft will be brought before Council at our May Council meeting.

1. **Travel Policy - DRAFT**

2. **Presentation by Victoria Counihan, Esq. – Presentation on FOIA Obligations of State Boards and Councils**

3. **Memorandum of Understanding (MOU) between DDC and DSHS – DRAFT**

XII. Adjournment – Due to quorum being lost, the Council meeting ended at 10:50 a.m.

Executive session can be held pursuant to 29 Del. C. 10004 (b)(6) and 10002 (l)(1), (3), & (6)

In accordance with 29 Del. C. § 10004(e)(2), this agenda was posted at least seven days in advance of the meeting.

This agenda is subject to change to include the addition or deletion of items which may arise at the time of the meeting.

Agenda items listed may be considered out of sequence.